United Nations ST/IC/2009/18

Secretariat

13 April 2009

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 competitive examination for Spanish-language translators/précis-writers**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Spanish-language translators/précis-writers in 2009, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. The competitive examination for Spanish-language translators/précis-writers will be held tentatively on **4 September 2009** in New York, Geneva and other locations according to the number and location of qualified examinees convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Spanish-language translators/précis-writers will be filled. When vacancies occur, successful candidates will be recruited from the roster, subject to the requirements of the service in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external applicants. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external applicants for the purpose of this examination. Such applicants, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for Spanish-language posts as they occur in the language services in New York, Geneva, Vienna, Nairobi and Santiago. Assignments are subject to rotation and translators/précis-writers may thereafter be called upon to serve at other United Nations duty stations according to the needs of the Organization. Translators/précis-writers are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the

* Expiration date of the present information circular: 31 December 2009.

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United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 13 to 16 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Spanish as their main language;[1]

(b) Have a perfect command of Spanish and an excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, French or Russian). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that applicants' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Applicants who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or Personal History Profile (PHP) form of how they acquired their knowledge of the languages claimed;

(c) Hold at least a three-year first-level degree or an equivalent qualification from a university or institution of equivalent status in which Spanish is the language of instruction or hold a university degree from a recognized school of translation;

(d) Have a knowledge of word-processing programs.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications, **22 May 2009**, will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement of a degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applicants should submit with their applications a one-page essay in Spanish, explaining why they wish to work as a translator/précis-writer in the United Nations. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified applicants based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4, and on an assessment of the language skills demonstrated in the application. Convoked examinees may be required to submit evidence of degrees, knowledge of languages and/or relevant experience. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

[1] "Main language" should be understood to be the language in which the applicant is best able to work. Applicants' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

8. The written examination, to be held on **4 September 2009**, will consist of three papers:

(a) Translation into Spanish of a general text in English and completion of a multiple-choice exercise on English to Spanish translation and Spanish usage (three and a half hours). It should be noted that this paper is eliminatory. Only examinees who are successful in this paper will have their other papers marked;

(b) Translation into Spanish of one text chosen by the examinee from a total of four texts, one in each of the following official United Nations languages: Arabic, Chinese, French or Russian (one hour and a half);

(c) The examinee's choice of one of the following:

(i) Translation into Spanish of one English text, to be chosen by the examinee from a total of four specialized texts (economic, legal, social/political or scientific/technical) (one hour and a half);

or

(ii) Translation into Spanish of one text chosen by the examinee from a total of four texts, one in each of the following official United Nations languages: Arabic, Chinese, French or Russian. The language selected must be different from the one chosen in exercise (b) (for example, if the French text was selected in (b), the examinee will now choose either the text in Arabic, Chinese or Russian) (one hour and a half).

9. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, examinees may not use personal computers to prepare their papers.

10. On the basis of the results of the written examination, the Board of Examiners will invite selected examinees to a competency-based interview. Proof of degrees and certificates will be required from all examinees who are successful in the written part of the examination prior to the interview. The Board will interview each examinee to assess whether she or he possesses the competencies required for the position. Examinees may also be required to take some additional short tests at the time of the interview (including a sight translation test). The interview is an integral part of the examination. Therefore, examinees who are invited for an interview **should not** assume that they will automatically be offered an assignment.

11. On the basis of the overall results of each examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All examinees will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results.

12. Successful candidates who receive an offer of appointment are expected to accept it.

13. Staff members selected to fill vacancies will be assigned as Spanish-language translators/précis-writers for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned

at their respective levels. Successful candidates are expected to be able to use computer workstations.

14. Successful candidates in translation assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

15. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

16. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

17. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the essay mentioned in paragraph 8, no later than **22 May 2009**, to:

2009 competitive examination for Spanish-language
translators/précis-writers
Examinations and Tests Section
Strategic Planning and Staffing Division
Office of Human Resources Management
Room S-2575 A
United Nations Secretariat
New York, NY 10017
Fax No.: (1-212) 963-3683
E-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered. To the extent possible, **applicants are strongly encouraged to submit their applications early and, preferably, by e-mail**. Applications may be sent by e-mail, fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

18. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications to the Strategic Planning and Staffing Division of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **22 May 2009**, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2009 competitive examination for Spanish-language translators/précis-writers

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[3] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of translation, if any.

Applications submitted without a P.11 or PHP form or without the one-page essay in Spanish mentioned in paragraph 8 will NOT be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2009/18 and I understand that if I am successful in the 2009 competitive examination for Spanish-language translators/précis-writers and recommended for inclusion in the rosters, my assignment as a Spanish-language translator/précis-writer will be subject to my acceptance of the conditions of service indicated in paragraphs 13 to 16 of that circular.

Date _____ Signature _____

Notes

[a] "Main language" should be understood to be the language in which the applicant is best able to work. Applicants' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

United Nations ST/IC/2009/19

Secretariat

21 April 2009

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 competitive examination for Arabic-language interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Arabic-language interpreters in 2009, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998. **Immediate vacancies are expected in the Interpretation Service in Nairobi**.

2. A competitive examination for Arabic-language interpreters will tentatively be held on **20 and 21 October 2009** in New York, Geneva and other locations, according to the number and location of qualified applicants invited to take the examination and the availability of necessary technical equipment. The purpose of the examination is to establish a roster from which present and future vacancies for Arabic-language interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external applicants. Staff members of subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or a special mission are considered external applicants for the purpose of this examination. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for Arabic-language interpreter posts as they occur. Successful candidates will be offered new appointments with the United Nations, subject to normal United Nations Secretariat recruitment procedures and standards. **Successful candidates will be expected to take up their functions as required by the needs of the Organization, specifically in the duty stations where vacancies are located**. Assignments are subject to rotation, and interpreters may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Interpreters are expected to serve **a minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are

* Expiration date of the present information circular: 31 December 2010.

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selected to fill vacancies will be subject to the conditions set out in paragraphs 12 to 14 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have a perfect command of Arabic, which is normally expected to be their main language;[1]

(b) Have an excellent knowledge of English or French. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that applicants' claims to knowledge of official languages must be supported by relevant documentation in their official status file. For this purpose, staff members should attach to their application either a photocopy of a diploma or certificate from a language school or a brief explanation in their P.11 or Personal History Profile (PHP) form of how they acquired their claimed knowledge of the language. Staff members are advised to submit photocopies, not originals, of such documentation. Applicants may be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to convocation;

(c) Hold a university degree from a recognized school of interpretation in which at least one full academic year is devoted to interpretation. Alternatively, applicants must hold a degree from a university or institution of equivalent status at which Arabic is the language of instruction, and have 200 days of work experience as conference interpreters and/or work experience in the fields of translation, editing, verbatim reporting or other related fields. The Board of Examiners may, at its discretion, admit an applicant graduating from a university at which the principal language of instruction is a language other than Arabic, provided that he or she has adequate secondary educational qualifications from an establishment at which the principal language is Arabic.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. In order to meet the Organization's needs to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who have reached the age of 56 by the deadline for submission of applications, 17 July 2009, will not be admitted to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

7. All applications will be reviewed by the Board of Examiners. If a large number of applications is received, the Board reserves the right to admit to the examination only the most qualified applicants, based on a review of qualifications that are over and above the minimum criteria set out in paragraph 4 above. All applicants will be

[1] "Main language" should be understood to be the language into which the applicant is best able to interpret. Applicants' claims to Arabic as their main language must be supported by relevant documentation in their official status file.

notified of the Board's decision in respect to their application. **The Board's decisions are final.**

8. For examinees with an excellent command of English and with Arabic as a main language, the examination will consist of two parts:

(a) Simultaneous interpretation into Arabic from recordings of three speeches delivered in English (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into English from recordings of three speeches delivered in Arabic (approximately 5 to 10 minutes per recording).

9. For examinees with an excellent command of French and with Arabic as a main language, the examination will consist of two parts:

(a) Simultaneous interpretation into Arabic from recordings of three speeches delivered in French (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into French from recordings of three speeches delivered in Arabic (approximately 5 to 10 minutes per recording).

10. On the basis of the results of this examination, the Board of Examiners will invite selected examinees to a competency-based interview. The Board will interview each examinee to assess whether he or she possesses the competencies required for the position and the willingness to serve at any duty station, adaptability to the prevailing working conditions in the Arabic Interpretation Section and, in particular, the ability to work as a member of a team. The interview is an integral part of the examination. Therefore, examinees who are invited for an interview should **not** assume that they will be offered an assignment.

11. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. When vacancies occur in New York, Geneva, Vienna and Nairobi, successful candidates will be recruited from the roster, subject to the priority vacancy requirements of the Organization. All examinees admitted to the examination will be informed in writing of the Board's final recommendation. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results.

12. Successful candidates who receive an offer of appointment are expected to accept it.

13. Staff members selected to fill vacancies will be recruited as Arabic-language interpreters according to the staff rules in force.

14. In order to service meetings of the General Assembly or the Security Council, interpreters are often called upon to work outside of normal working hours, including on weekends and holidays.

15. Staff members applying for the examination should complete the attached form and submit it, together with a copy of their P.11 or PHP, **no later than 17 July 2009**, to:

2009 competitive examination for Arabic-language interpreters
Examinations and Tests Section
Strategic Planning and Staffing Division
Office of Human Resources Management
Room S-2575 A
United Nations Secretariat
New York, NY 10017
Fax No.: 1-212-963-3683
e-mail: OHRM_exam@un.org

16. Applications may be sent by e-mail, facsimile or mail. To the extent possible, applicants are strongly encouraged to submit their applications early, preferably, by e-mail or facsimile, rather than through the mail.

17. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to send their applications directly to the Examinations and Tests Section, through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 17 July 2009, the deadline for receipt of applications in the Examinations and Tests Section.

18. Applications that are incomplete (without the P.11 or PHP form and the language diplomas, if required) or are received after the above deadline will not be considered.

Application for staff members only

2009 competitive examination for Arabic-language interpreters

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/Office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[1] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 form or, preferably, a PHP form, and attach it to this application. Describe your work experience, giving dates and length of time and the organization for which you have worked as an Arabic-language interpreter, translator, editor or verbatim reporter.

Incomplete applications will not be considered.

Which examination are you applying for:

Arabic and French ☐ **Arabic and English** ☐

I certify that the information I have provided above is correct to the best of my knowledge and belief.

I have read information circular ST/IC/2009/19 and I understand that, if I am successful in the 2009 competitive examination for Arabic-language interpreters and am recommended for inclusion in the roster, my assignment as an Arabic-language interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 3 and 12 to 14.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above)

United Nations ST/IC/2009/20

Secretariat

21 April 2009

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 competitive examination for Arabic-language proofreaders/copy preparers/production editors**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the 2009 competitive examination for Arabic-language proofreaders/copy preparers/production editors, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. A competitive examination for Arabic-language proofreaders/copy preparers/production editors will tentatively be held on **22 October 2009** in New York, Geneva and other locations, according to the number and location of qualified applicants invited to take the examination. The purpose of the examination is to establish a roster from which present and future vacancies for Arabic-language proofreaders/copy preparers/production editors at United Nations Headquarters in New York and at other duty stations will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external applicants. Staff members of subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or a special mission are considered external applicants for the purpose of this examination. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for Arabic-language proofreader/copy preparer/production editor posts as they occur in the language sections in New York and at other duty stations. Successful candidates will be offered new appointments with the United Nations, subject to normal United Nations Secretariat recruitment procedures and standards. Assignments are subject to rotation (mobility), and Arabic-language proofreaders/copy preparers/production editors may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Arabic-language proofreaders/copy preparers/production editors are expected to serve **a minimum of five years** in a language post. The

* Expiration date of the present information circular: 31 December 2010.

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assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 14 to 16 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language;[1]

(b) Have a perfect command of Arabic and an excellent knowledge of English and at least one of the other official languages of the United Nations (Chinese, French, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that applicants' claims to knowledge of official languages must be supported by relevant documentation in their official status file. Staff members who have been enrolled in a United Nations language course in any of the languages should have passed the United Nations language proficiency examination in that language. Applicants who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages by attaching to their application a photocopy of a diploma or certificate from a language school or a brief explanation of how they acquired their claimed knowledge of the languages. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold at least a three-year university degree from a university or institution of equivalent status at which Arabic is the principal language of instruction;

(d) Have relevant experience in the printing and publishing industry;

(e) Be able to use computer workstations. Word-processing knowledge is a requirement. Knowledge of desktop publishing is an advantage.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. In order to meet the Organization's needs to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who have reached the age of 56 by the deadline of submission of applications, 17 July 2009, will not be admitted to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

7. All applicants should submit with their application a one-page essay in Arabic explaining the reasons for their interest in taking the examination. All applications will be reviewed by the Board of Examiners. If a large number of applications is received, the Board reserves the right to admit to the examination only the most

[1] "Main language" should be understood to be the language into which the applicant is best able to work. Applicants' claims to Arabic as their main language must be supported by relevant documentation in their official status file.

qualified applicants based on a review of qualifications that are over and above the minimum criteria set out in paragraph 4 above. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The examination will consist of two parts:

(a) An eliminatory written examination on proofreading, copy preparation and language knowledge;

(b) A computer test on desktop publishing skills and knowledge of printing.

9. The written examination, to be held tentatively on **22 October 2009**, will consist of the following four papers:

(a) Copy-editing and copy preparation of a text intended for typesetting (2 hours and 15 minutes);

(b) An Arabic-language aptitude test (45 minutes);

(c) Proofreading against a manuscript (2 hours);

(d) A language aptitude test in the two additional languages (1 hour).

10. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, examinees may not use personal computers to prepare their papers. **Graphic arts rulers are allowed.**

11. On the basis of the results of the examination, the Board of Examiners will invite selected examinees to take a computer test on desktop publishing skills and knowledge of printing, which will normally take place several weeks after the written component of the examination. The computer test will consist of:

(a) Formatting of text and tables based on a marked-up manuscript and a given electronic template (layout specifications and style sheet) using Adobe InDesign CS3. Placement of graphics and images is not required (2 hours);

(b) Questionnaire on printing knowledge (30 minutes).

12. After the computer test, the Board of Examiners will invite selected examinees to a competency-based interview. The Board will interview each examinee to assess whether he or she possesses the competencies required for the position. Both the computer test and the interview are an integral part of the examination. Therefore, examinees at these stages should **not** assume that they will automatically be offered an assignment.

13. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All examinees admitted to the examination will be informed in writing of the Board's final recommendation. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results.

14. Successful candidates who receive an offer of appointment are expected to accept it.

15. Staff members selected to fill vacancies will be recruited as Arabic-language proofreaders/copy preparers/production editors according to the staff rules in force.

16. In accordance with the needs of the service or section concerned, proofreaders/copy preparers/production editors may be called upon to work outside of normal working hours, including on weekends and holidays.

17. Staff members applying for the examination should complete the attached form and submit it, together with a copy of their P.11 or Personal History Profile (PHP) form and the required essay, **no later than 17 July 2009** to:

2009 competitive examination for Arabic-language proofreaders/copy preparers/production editors
Examinations and Tests Section
Strategic Planning and Staffing Division
Office of Human Resources Management
Room S-2575 A
United Nations Secretariat
New York, NY 10017
Fax No.: 1-212-963-3683
E-mail: OHRM_exam@un.org

18. Applications may be sent by e-mail, facsimile or mail. Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or facsimile, rather than through the mail. Applications that are incomplete (without the P.11 or PHP form and essay) or are received after the above deadline will **not** be considered.

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to send their applications directly to the Examinations and Tests Section through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 17 July 2009, the deadline for receipt of applications in the Examinations and Tests Section.

Application for staff members only

2009 competitive examination for Arabic-language proofreaders/copy preparers/production editors

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/Office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[1] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 form or, preferably, a PHP form and the required essay and attach them to this application. Describe your work experience, giving dates and length of time and the organization for which you have worked as an Arabic-language proofreader/copy preparer/production editor.

Incomplete applications will not be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

I have read information circular ST/IC/2009/20, and I understand that, if I am successful in the 2009 competitive examination for Arabic-language proofreaders/copy preparers/production editors and am recommended for inclusion in the roster, my assignment as an Arabic-language proofreader/copy preparer/production editor will be subject to my acceptance of the conditions of service indicated in paragraphs 3 and 14 to 16 of the circular.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)

United Nations ST/IC/2009/21

Secretariat

24 April 2009

Information circular*

To: Members of delegations and staff

From: The Under-Secretary-General for Management

Subject: **First day of issue, 7 May 2009: "World Heritage — Germany" stamps and prestige booklets, new Geneva and Vienna postal stationery and new Essen special event show sheet**

Commemorative stamps

1. On Thursday, 7 May 2009, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps and three prestige booklets on the theme "World Heritage — Germany". This is the fourteenth United Nations stamp issue to illustrate World Heritage sites. It is the twelfth in a series of stamps and prestige booklets focusing on either one specific World Heritage site or a group of World Heritage sites in one geographical location.

2. The sites selected in this series are: Town Hall and Roland on the Marketplace of Bremen, Aachen Cathedral, Wartburg Castle, Monastic Island of Reichenau, Palaces and Parks of Potsdam and Berlin, and Luther Memorials in Eisleben and Wittenberg.

3. The stamps will be issued in denominations of $0.44, $0.98, SwF 1.00, SwF 1.30, €0.65 and €1.40. The stamps were designed by Grit Fiedler (Germany) and were printed in offset by Joh. Enschedé Stamps Security Printers B.V. (Netherlands).

(United States equivalents: SwF 1.00: $0.86; SwF 1.30: $1.12; €0.65: $0.83 and €1.40: $1.79, subject to exchange-rate fluctuation.)

* Expiration date of the present information circular: 7 August 2009.

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Prestige booklets

4. Also on 7 May 2009, UNPA will issue its twelfth set of prestige booklets. The three booklets on the theme "World Heritage — Germany" have a common design based on the six commemorative stamps for this issue, and each contains a total of 16 pages of text and 6 pages of 4 stamps each, for a total of 24 mint stamps in either United States, Swiss or Austrian denominations. The booklets were designed by Deborah Halperin (United Nations, New York) and are priced at $9.00, SwF 9.60 and €7.80.

(United States equivalents: SwF 9.60: $8.27 and €7.80: $9.97, subject to exchange-rate fluctuation.)

Special limited edition — joint issue silk first-day cover

5. To commemorate the 2009 "World Heritage — Germany" joint issue stamp series with Deutsche Post, a limited-edition first-day cover in silk has been produced by UNPA. The cover features the design of the Luther Memorials in Eisleben and Wittenberg. The United Nations €1.40 "World Heritage — Germany" stamp and the €1.40 Deutsche Post stamp are affixed and cancelled by each respective postal administration with the first-day-of-issue postmark. The covers are numbered consecutively from 1 to 7,000.

New Vienna and Geneva postal stationery

6. On 7 May 2009, UNPA will issue new Vienna and Geneva postal stationery. Two Vienna pre-stamped envelopes will be issued in denominations of €0.65 and €1.40. Both designs feature photographs of the Vienna International Centre and Donaupark in Vienna. One Vienna postcard will be issued in the denomination of €0.65 and features a photograph of the United Nations Office at Vienna.

7. Three Geneva postcards will be issued in the denominations of SwF 0.85, SwF 1.00 and SwF 1.90 and depict the following:

- SwF 0.85 — Ceiling sculpture in the Human Rights and Alliance of Civilizations Chamber at the Palais des Nations, Geneva, designed by Miquel Barceló;

- SwF 1.00 — *The Broken Chair*, by Daniel Berset, a memorial to the victims of landmines, in front of the United Nations Office at Geneva;
- SwF 1.80 — Palais des Nations, Geneva.

New Essen special event show sheet

8. On 7 May 2009, UNPA will issue a new, personalized special event show sheet to commemorate the 2009 Essen stamp show in Germany. The sheet is composed of 10 stamps in the denomination of €0.65 and is priced at $14.95 per sheet. The sheet is designed by Deborah Halperin (United Nations, New York) and Eduardo Sinoy (United Nations, Vienna).

General information

9. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets **only**. Members of delegations and the staff can obtain these items on Thursday, 7 May, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.;

(b) A temporary sales counter located on the east side of the Secretariat lobby in front of the windows between the cafeteria and the news-stand, from 9 a.m. to 4 p.m.

10. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.

11. Information on United Nations stamps can be accessed on the Internet at http://unstamps.un.org.

United Nations ST/IC/2009/22

Secretariat

8 May 2009

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 competitive examination for Arabic-language editors**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Arabic-language editors in 2009, in accordance with the provisions of administrative instruction ST/AI/1998/7, and administrative instruction ST/AI/2000/1 as amended by administrative instruction ST/AI/2003/1.

2. The competitive examination for Arabic-language editors will be held, tentatively, on **26 October 2009** in New York, Geneva, Vienna, a number of Arabic-speaking countries and other locations, according to the number and location of qualified applicants invited to take the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Arabic-language editors at United Nations Headquarters in New York and at other duty stations will be filled. When vacancies occur, successful candidates will be recruited from the roster, subject to the requirements of the service in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external applicants. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special mission are considered external applicants for the purpose of this examination. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for Arabic-language editors as they occur in the language sections in New York, Geneva, Vienna, Nairobi, Beirut and Addis Ababa. Successful candidates will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Assignments are subject to rotation (mobility) and Arabic editors may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Successful candidates are expected to serve for **a minimum of five years** in a language post. The assignment of staff members of the United Nations

* Expiration date of the present information circular: 31 December 2010.

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who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 12 and 13 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language;[1]

(b) Have a perfect command of Arabic and an excellent knowledge of English and at least one of the other official languages of the United Nations (Chinese, French, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that applicants' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages should have passed the United Nations language proficiency examination in that language. Applicants who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages by attaching to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold at least a three-year degree from a university or an equivalent qualification from a university or institution of equivalent status or hold a degree from a recognized school of translation. Proof of degree and qualification must be attached to the application;

(d) Be able to perform their duties at computer workstations and have word-processing skills.

5. The requirement of a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. In order that the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age may be met, staff members who do not serve on 100-series appointments and who will have reached their fifty-sixth birthday by the deadline of submission of applications, 17 July 2009, will not be able to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

7. All applicants should submit with their application a one-page essay in Arabic explaining the reasons for their interest in taking this examination. All applications will be reviewed by the Board of Examiners. If the number of applications received is large, the Board reserves the right to admit to the examination only the most qualified applicants, based on a review of qualifications that are over and above the

[1] "Main language" should be understood to be the language in which the applicant is best able to work. Applicants' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

minimum criteria set out in paragraph 4 above. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The written examination for editing, to be held, tentatively, on 26 October 2009, will consist of:

(a) Editing of a general text in Arabic (two hours). It should be noted that this paper is eliminatory. Only examinees who are successful in the editing of this paper will have their other papers marked;

(b) Translation into Arabic of one text chosen by the examinee from a total of four texts, one in each of the other official languages of the United Nations (Chinese, French, Russian and Spanish) (one and a half hours);

(c) Editing of a text in Arabic so as to bring it into line with a text edited in English (two hours).

9. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, examinees may not use personal computers to prepare their papers.

10. On the basis of the results of the written examination, the Board of Examiners will invite selected examinees to a competency-based interview. The Board will interview each examinee to assess whether he or she possesses the competencies required for the position. The interview is an integral part of the examination. Therefore, examinees at these stages **should not** assume that they will automatically be offered an assignment.

11. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All examinees admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results. When vacancies occur, successful candidates will be recruited from the roster subject to the requirements of the service in terms of expertise and language combinations. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects with regard to receiving a subsequent offer.

12. Staff members selected to fill vacancies will be recruited as Arabic-language editors according to the Staff Rules in force.

13. In accordance with the needs of the service/section, editors may be called upon to work outside normal working hours, including on weekends and holidays.

14. Staff members applying for the examination should complete the attached form and submit it, together with a copy of their P.11 or PHP form, and the required essay, **not later than 17 July 2009**, to:

2009 competitive examination for Arabic-language editors
Examinations and Tests Section
Strategic Planning and Staffing Division
Office of Human Resources Management
Room S-2575 A
United Nations Secretariat
New York, New York 10017
Fax: 212 963-3683
E-mail: OHRM_exam@un.org

Applications may be sent by e-mail, fax or mail. Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or fax, not by mail. Applications that are incomplete (without the P.11 or PHP, or essay) or are received after the deadline given above will **not** be considered.

15. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, it is requested that those staff members send their applications directly to the Examinations and Tests Section, through the Chief Administrative Officer or Director of the United Nations information centre of their respective duty stations, by **17 July 2009**, the deadline for receipt of applications in the Examinations and Tests Section, Strategic Planning and Staffing Division, Office of Human Resources Management.

Application (for staff members of the United Nations Secretariat only)

2009 competitive examination for Arabic-language editors

Index No. | | | | | | |

Last name | | | | | | | | | | | | | Category | | Level | |

First name | | | | | | | | | | | | | Male | | Female | |

Date of entry on duty Month | | | Year | | | | |

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes | | Year | | | | | No | |

Have you taken another United Nations competitive examination? Yes | | Year | | | | | No | |

If yes, which examination(s)? _____

What is your main language?[a] | | | | | | | | | | | | | | |

Please complete an up-to-date P.11 form, or preferably a PHP form, and the required essay and attach them to this application. Describe your work experience in editing, giving dates and length of time and the organization for which you have worked. Incomplete applications will not be considered.

[a] "Main language" should be understood to be the language in which the applicant is best able to work. Applicants' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

I have read information circular ST/IC/2009/22 and I understand that, if I am successful in the 2009 competitive examination for Arabic-language editors and I am recommended for inclusion in the roster, my assignment as an Arabic-language editor will be subject to my acceptance of the conditions of service indicated in paragraphs 3, 12 and 13 above.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)

United Nations ST/IC/2009/23

Secretariat

20 May 2009

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **After-school recreation and study programme for United Nations Children**

1. The after-school recreation and study programme for United Nations Children is open to 5- to 11-year-old children whose parents work at the United Nations, delegations, consulates or specialized agencies of the United Nations system. Conducted under the auspices of an independent Board of Trustees, the programme offers arts and crafts, athletic activities, dance and creative movement, games and homework under the supervision of qualified staff.

2. Begun over 38 years ago to assist working parents who were not in a position to provide after-school care for their young children, the programme enjoys limited subsidies, which make it possible to open it up to parents at the cost of $1,000 per child per semester. This fee represents only a part of the actual cost per child incurred by the programme. Special family circumstances will be taken into consideration for those families with a net joint income below $50,000. Depending upon the demand, further criteria may be established by the Board of Trustees.

3. The fall 2009 semester will run from Monday to Friday, beginning on Tuesday, 8 September 2009, from 3.15 p.m. to 5.45 p.m. (6.15 p.m. during the General Assembly period). The spring 2010 semester will commence on Monday, 25 January 2010. Transportation will be provided from the United Nations International School building at 25th Street to the Secretariat building, 42nd Street and First Avenue entrance. Other arrangements will have to be made by parents on an individual basis for children coming from other schools.

4. Interested parents are invited to complete the attached application form and return it with a cheque for $1,000 no later than Friday, 28 August 2009 to room S-2938. After that date there will be a late fee of $100 per child. If there are any changes, you will be notified in good time.

* Expiration date of the present information circular: 31 December 2009.

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5. Staff members are encouraged to enrol their children between the ages of 5 and 11 years in the programme. It is assumed that parents who do not choose to enrol their children are making other arrangements. If staff members require that their children meet them and remain for any length of time within any of the Secretariat buildings, the Administration suggests that parents ensure that their children respect the working areas of other staff and maintain the proper decorum.

6. For further information, please call extension 3-8730.

7. *Note premises*: Dag Hammarskjöld Library, lower level, room S-B1-52.

Application for the after-school recreation and study programme for United Nations Children

Fall semester 2009

Renewal

New application

Instructions: Please answer all questions. Write NONE when applicable. Incomplete applications will not be accepted.

Child's name _____

Birth date _____ Sex _____ Grade _____ Nationality _____

School currently attending _____ Location _____

Previously enrolled in the after-school recreation and study programme? Yes/No

Names of parents or guardians _____

Room _____ Tel. _____ e-mail _____

Grade and step _____ Education grant: Yes/No Nationality _____

Home address _____ Tel. _____

Name of spouse _____ e-mail _____

Does your spouse work in the United Nations or a specialized agency? Yes/No

If yes, please give grade and step _____ Education grant: Yes/No

Room _____ Tel. _____ e-mail _____

If not, please give spouse's (a) Occupation _____

(b) Employer _____ Address _____

Tel. _____ e-mail _____

Information on other dependent children:

	Child's name	Sex	Birth date	School	Location of school
1.					
2.					
3.					

While the programme, to the extent of its capability, is open to all United Nations parents, it is a subsidized programme established essentially for those working parents who are not in a position to provide after-school care for their young children. Therefore, all parents are expected to pay $1,000 for each child per semester, *which represents only part of the actual cost per child incurred by the programme*. Special family circumstances will, however, be taken into consideration for those families with a net joint income below $50,000.

How many persons does your family salary provide for? _____

Is your net family income* above $50,000? Yes/No

You may be asked to provide supporting information at a later date.

Payment made to the after-school recreation and study programme is attached. This fee is non-refundable unless the programme is discontinued. **There will be a late fee of $100 after 28 August 2009.**

The hours are from 3.15 p.m. to 5.45 p.m. (6.15 p.m. during the General Assembly period). Any early arrival must be supervised by the accompanying adult until 3.15 p.m. The programme cannot assume responsibility for any child brought to its premises prior to the scheduled opening time.

Children must be picked up at the latest by 5.45 p.m. (6.15 p.m. during the General Assembly period). Children will be asked to leave the programme if parents fail to pick them up on time on two occasions. Children who are disruptive or disrespectful to their peers or the staff in the programme will also be asked to leave. In either event, there will be no refund of the fee.

Certification

I have read and agree to the regulations regarding time of pickup of children. I certify that the above information is correct and complete to the best of my knowledge and belief.

Date _____ Signature _____

* Net income is defined as salaries, post adjustment, education grant and dependency, housing and any other allowances, minus United Nations staff assessment and United Nations pension contribution.